

TIME SHEET

Name _____

Volunteer _____

Paid Staff _____

To be kept by personnel when a percentage of their salary is being paid through a state or federal contract; or when a percentage of their salary is being used as the local match for a state or federal contract or when volunteer time is being utilized for local match purposes.

DATE	START TIME	END TIME	ELIGIBLE ACTIVITY	HOURS	MINUTES
TOTAL HOURS AND MINUTES DEVOTED TO THE PROJECT:					
Total Hours Required Per Month According to Contract:					

Employee (Volunteer) Signature Date

Project Director's Signature Date